## SAVINGS BOND PROCESSING

When processing savings bonds, remember:
- **Only current bonds exist in the system for each employee - no savings bond history is captured**
- **No PAR needs to be processed for savings bonds**

Savings Bond Start

1. **Access Savings Bond page**
   Go to: Home > Compensate Employees > Maintain Payroll Data > Use > US Savings Bond Spec

2. **Use the Search By field to specify the employee to retrieve and click 'Search'**

3. **If there are existing bonds, note the last Priority number used and click the *plus* (+) sign in the Priority box to add a row of data (*If there are no existing bonds, skip Step 3)***
   Note: *Do not insert a row on the Effective Date, this date should always remain the same*

4. **Enter Priority**
   Priority = 01, or next sequential number available

5. **Enter Denomination/Type of Bond**
   Keep default of Series EE $100.00 or use look-up

6. **Select the Owner**
   Select Employee or Enter Dependent ID
   Note: *In order for a dependent to be listed as a bond owner, co-owner, or beneficiary, he or she must have been previously entered as a dependent or beneficiary in EHRP; See the Adding Dependent / Beneficiary Data job aid for procedures*

7. **Select appropriate Other Registrant button**
   Note: *The Co-Owner or Beneficiary buttons must be selected to enter the Beneficiary and Co-Owner information, once selected the Employee and Dependent ID fields appear*

8. **Make appropriate selection for Co-Owner or Beneficiary by selecting employee or entering dependent ID**

9. **Enter Flat Amount**
   Note: *For **multiple bonds**, EHRP requires an amount in each bond flat amount field. The multiple bond flat amounts should TOTAL the pay period deduction amount, for example, a **$50 TOTAL pay period deduction amount for 3 Savings Bonds could be captured as follows:***
   Bond 1 flat amount = $10; Bond 2 flat amount = $20; Bond 3 flat amount = $20; Total flat amount = $50. The interface will combine the flat amounts and send the pay period deduction amount to Payroll - the employee will see no change in the way bonds are distributed.

10. **Select appropriate Delivery Address button**
    If Same Address as Employee is selected, the address will populate, otherwise fill in address

11. 🖫 Save

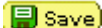12. **If additional bonds need to be entered, repeat steps 3 through 11 above**

Savings Bond Change

1. **Access Savings Bond page**
   Go to: Home > Compensate Employees > Maintain Payroll Data > Use > US Savings Bond Spec
2. **Use the Search By field to specify the employee to retrieve and click 'Search'**
3. **Locate the appropriate bond in the Priority box by using "View All" or the arrows**
4. **In Correction Mode, navigate to the appropriate field(s) and enter the change(s)**
5. **Redistribute the Flat Amount if necessary (see Step 9 of Savings Bond Start)**

6. **Save**

Savings Bond Stop

1. **Access Savings Bond page**
   Go to: Home > Compensate Employees > Maintain Payroll Data > Use > US Savings Bond Spec
2. **Use the Search By field to specify the employee to retrieve and click 'Search'**
3. **Locate the appropriate bond in the Priority box by using "View All" or the arrows**
   Note: When a bond is cancelled, the Priority # of any remaining bonds should remain the same
4. **Once at the bond to be cancelled, click the *minus* (-) sign in the Priority box to remove the bond**
5. **Redistribute the Flat Amount as necessary (see Step 9 of Savings Bond Start)**

6. **Save**

End